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HANDBOOK BEGINS HERE

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.211 Sources for obtaining preaward survey information include but are not limited to:

- (a) Data on hand.
- (b) Data from other government agencies.
- (c) On-site inspection of facilities to be used for performance of the contract.

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.1 The county shall award the contract to the lowest responsive and responsible bidder to an IFB. In the case of an RFP, the county shall award the contract in accordance with the criteria specified in Section 23-613.

.11 A responsive bidder is defined in Section 23-601.25; a responsible bidder is defined in Section 23-601.24.

.2 When the county has completed their evaluation of bids or proposals and has made a recommendation for award, all bidders shall be notified of this decision as well as the date and time of any public hearing on the proposed contract. For awards of In-Home Supportive Service contracts, the county shall, at the same time, forward to SDSS their recommendation for approval. In support of the recommendation, the county shall also forward copies of all bids or proposals received, and a summary of the county's evaluation, which shall include their reasons for the recommendation and an analysis of the audited financial statement for the recommended contractor. The material shall be forwarded to SDSS at least 60 calendar days before the required Board of Supervisors hearing.

## 23-620 AWARD OF CONTRACT (Continued)

23-620

- .3 The state will review this material in order to determine the responsiveness and potential responsibility of the recommended contractor, and conformity of the county's recommendation to the state and federal procurement laws and regulations. Upon making a determination, the state shall respond to the county in writing with an approval or denial of state and federal funding of the award. If the county award is not approved, the state shall set forth the conditions, if any, by which county may gain approval for funding. The state will notify the county within 15 calendar days of receipt if the required material is complete or deficient, and within 45 calendar days, upon receipt of complete information, of its decision on the award.
- .31 The state's time periods, based on actual performance, for approval of awards for In-Home Supportive Services contracts during the two years preceding the proposal of this section were as follows:
- .311 The median time was 21 days.
- .312 The minimum time was 9 days.
- .313 The maximum time was 85 days.

## 23-621 CONTRACT PERIODS

23-621

- .1 A contract originally obtained by bid may be renewed without rebidding under the following circumstances if the potential for renewal has been included in the IFB or RFP. Contract terms and rebidding are limited as follows:
- .11 Contracts which are procured by formal advertising (IFB or RFP), or negotiated contracts with other governmental agencies or public education institutions, are normally limited to no more than a three-year term, at which time they must be rebid or, if appropriate, renegotiated under the terms of Section 23-650, Procurement by Negotiation.
- .12 Contracts with private individuals, firms, or agencies which are procured through negotiation, are normally limited to a one-year term. Toward the end of the term, the criteria for procurement by negotiation contained in Section 23-650 shall be reapplied to determine whether or not the contract should be procured through formal advertising.
- .13 Contracts for the provision of In-Home Supportive Services shall not exceed two years. However a two-year contract may be renewed at the end of the two-year term without rebidding, for one additional year.